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### **FY 2022 Student Peer Mediation Grant Program (SPMP) Notice of Funding Availability (NOFA)**

**Online Submission Deadline: May 7, 2021 at 3 p.m.**

**Funded by:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

#### **ELIGIBILITY**

Funding through this opportunity is available to schools and community-based organizations in Baltimore City to establish student peer mediation programs to reduce juvenile violence.

#### **IMPORTANT LINKS**

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grant Management System (GMS): <http://goccp.maryland.gov/grants/>

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Student Peer Mediation Grant Program (SPMP)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of the Student Peer Mediation program is to provide grant assistance to schools and community-based organizations in Baltimore City to establish student peer mediation programs to reduce juvenile violence.

The Governor's Office of Crime Prevention, Youth, and Victim Services has undertaken a comprehensive, three-tier plan focused on expanded collaboration among the law enforcement, prevention, and victim service communities to create a safer Maryland. Priority will be given to those strategies described under the [Program Requirements](#) that are also aligned with best practices, evidence-based, and data-driven decision making processes.

If you need application assistance, please contact:

**Christina Drushel Williams**

[Christina.Drushel@maryland.gov](mailto:Christina.Drushel@maryland.gov)

**Kim Malat**

[kim.malat@maryland.gov](mailto:kim.malat@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question [customer experience survey](#).

## **Governor's Office of Crime Prevention, Youth, and Victim Services Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The Office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

All Baltimore City schools and community-based organizations, including but not limited to the Local Management Board, are eligible to submit one application for the Student Peer Mediation Grant Program.

**Only one application may be submitted per agency/organization.**

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

### B. Opportunity Title

Student Peer Mediation Grant Program

### C. Submission Date

May 7, 2021

### D. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

### E. Funding Opportunity Description

#### **Student Peer Mediation Grant Program**

In accordance with [Chapter 736, HB1346 \(2019\)](#), a new grant fund to be administered by the Office was created to provide grant assistance to schools and community-based organizations in Baltimore City to establish student peer mediation programs to reduce juvenile violence. The Office anticipates having up to \$100,000 available and making up to five (5) awards of a minimum of \$20,000 each.

Funds may be used only to provide grant assistance to schools and community-based organizations in Baltimore City to establish student peer mediation programs to reduce juvenile violence.

A school or community-based organization that applies for a grant from the fund shall provide the Office with a plan that details how the proposed program will train students in conflict resolution techniques.

Funds may be used to supplement, and not supplant, any other funding that would otherwise be available to schools and community-based organizations in Baltimore City.

**ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY AND OTHER BUDGETARY ACTIONS OF THE BOARD OF PUBLIC WORKS.**

**FUNDING DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL OR RECONSIDERATION.**

## III. PROGRAM REQUIREMENTS

As noted by the Association for Conflict Resolution<sup>1</sup>:

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<sup>1</sup> Retrieved from: <https://acrnet.org/page/ModelS>.

*“Peer mediation can be a successful approach to managing interpersonal conflict in elementary and secondary schools. These programs provide a unique opportunity for diverse students to use communication, human relations, and problem-solving skills in real-life settings. Effective programs can help to create a safe and welcoming school environment, improve interpersonal and inter-group relations, and assist in reducing school conflicts and violence, especially when part of a comprehensive violence prevention plan.”*

To qualify for grant funding, the proposed program must incorporate the Association for Conflict Resolution's [Recommended Standards for School-Based Mediation](#).

If the applicant is not a school, a letter of support/commitment on letterhead is required from the school administrator of each school where student peer mediation services will be offered.

Required performance measures for which data must be reported on a quarterly basis are:

- Number and percent of school personnel who made a referral to the program;
- Number and percent of law enforcement personnel who made a referral to the program;
- Number and percent of youth referred to mediation;
- Number and percent of cases that were mediated;
- Number and percent of mediations that resulted in an agreement;
- Number and percent of disputants satisfied with their mediation;
- Number and percent of agreements that were kept/satisfactorily resolved;
- Number and percent of other people (non-disputants) in the school community (mediators, other students, faculty, staff, administrators) that are satisfied with the program;
- Number and percent of parents satisfied with the outcome of the mediation;
- Number and percent of youth not referred back for a subsequent mediation;
- Number and percent of youth not referred to the Department of Juvenile Services within 6 months of program completion; and,
- Number and percent of youth not referred to the Department of Juvenile Services within 12 months of program completion.

See Appendix A for details on the required measures and data collection necessary.

#### IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Office's web-based Grant Management System that can be accessed through the web URL: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**To use the Office's web-based Grant Management System, you must have a User ID.**

If you have *not* previously applied through the Grant Management System, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **April 23, 2021**. If you have previously applied through the Grant Management System, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, but do not have your User ID, or are having technical issues with the system, contact the Governor's Office of Crime Prevention, Youth, and Victim Services Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Christina Drushel Williams at: [Christina.Drushel@maryland.gov](mailto:Christina.Drushel@maryland.gov).

#### V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through [training videos posted on the Office website](#). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiar with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The Narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

**A technical assistance call will be held from 10:00 am to 11:00 am on Wednesday, April 7, 2021. Meeting ID: [meet.google.com/rct-msgx-trq](https://meet.google.com/rct-msgx-trq) Phone Numbers: 260-502-5247, PIN: 693 105 480#**

## VI. IMPORTANT DATES

- |  |                          |
|--|--------------------------|
| • Application Technical Assistance Conference Call | April 7, 2021            |
| • Deadline to Request a User ID                    | April 23, 2021           |
| • Deadline to Submit an Online Application         | May 7, 2021 at 3:00 P.M. |
| • Letters of Intent Emailed/Denial Letters Emailed | June 11, 2021            |
| • Award Documents/Denial Letters Emailed           | July 1, 2021             |
| • Award Start Date                                 | July 1, 2021             |
| • Award End Date                                   | June 30, 2022            |

## VII. APPLICATION EVALUATION

The Office will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at: <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (15 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification with calculations for proposed expenses shown per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)
- Letters of Support/Commitment (5 points total)

This application will be reviewed based on achievable, results-focused, and time-bound deliverables proposed by the applicant.

Preference may be given to applications that clearly demonstrate:

1. The availability of other financial or in-kind contributions to the program;
2. The applicant's successful experience in implementing a student peer mediation program that resulted in reduced interpersonal conflict and/or juvenile violence in schools.

### A. Funding Cycle

Commencement of awards funded under the Student Peer Mediation Grant Program for FY 2022 will begin July 1, 2021 and end on June 30, 2022 for a twelve-month award. Funds are paid on a reimbursable basis.

## **B. Allowable Costs**

The following services, activities, and costs that can be supported with Student Peer Mediation Grant Program funding include, but are not limited to:

- Supplies that are ordinary, necessary, and reasonable for the routine operation of the student peer mediation program (e.g., paper, folders, etc.)
- Program-specific expenses required to implement an evidence-based curriculum or model, including, but not limited to workbooks, training, etc.
- Travel
- Personnel
- Equipment

## **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with Student Peer Mediation Grant Program funding:

- Incentives
- Rent
- Vehicles
- Audit costs
- Property or auto insurance
- Printing
- Telephone/fax
- Food/beverage
- Remodeling or construction
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the program/vendor name and/or logo) may not be purchased with grant funds as giveaways or promotional items.

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

## **D. Consultant Rates**

The limit for consultant rates is \$650 per day.

# **VII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will disburse awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grant Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password used for the application process.

For further post-award instructions, see the Special Conditions specific to the award in the Grant Management System and the General Conditions that can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

## **A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to:

## **B. Match**

Although there is no match required for this funding, preference may be given to those applications that clearly demonstrate other financial or in-kind contributions to the program. Cash match and in-kind contributions should be clearly identified in both the budget and the program narrative.

## **C. Supplanting, Transparency, and Accountability**

Funds may be used to supplement existing State and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Applicants must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **X. APPLICATION CHECKLIST**

### **An Application Should Include in the Grant Management System:**

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other - Clearly Explain
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the de minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)
- ☐ **[\\*NEW\\* Subrecipient Organizational Capacity Questionnaire](#)**



More information on each item above can be found in the [NOFA Application Instructions](#).

## Appendix A

Required performance measures for which data must be reported in accordance with the terms of the award:

<b>Performance Measure</b>
Number and percent of school personnel who made a referral to the program
Number and percent of law enforcement personnel who made a referral to the program
Number and percent of youth referred to mediation
Number and percent of cases that were mediated
Number and percent of mediations that resulted in an agreement
Number and percent of disputants satisfied with their mediation
Number and percent of agreements that were kept/satisfactorily resolved
Number and percent of parents satisfied with the outcome of the mediation
Number and percent of other people (non-disputants) in the school community (mediators, other students, faculty, staff, administrators) that are satisfied with the program
Number and percent of youth not referred back for a subsequent mediation
Number and percent of youth not referred to the Department of Juvenile Services within 6 months of program completion
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